

EDITED KSAPC LISTING

CLASSIFICATION: SERGEANT, YOUTH AUTHORITY

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of the purpose and organization of the Department of Corrections and Rehabilitation (CDCR), Division of Juvenile Justice (DJJ), to protect the public through the use of evidence based programs and crime prevention strategies in the treatment of youthful offenders to reduce recidivism.
K2.	Basic knowledge of administrative practices of personnel supervision to effectively direct an area of responsibility within DJJ.
K3.	Basic knowledge of principles and methods of training to determine training needs, evaluate training results, ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of DJJ.
K4.	Comprehensive knowledge of the principles and techniques of security, custody and individual/group supervision of youthful offenders within DJJ facilities/camps to effectively provide public safety and comply with Federal and State laws.
K5.	Comprehensive knowledge of facility/work site sanitation, and health and safety standards to maintain the orderly operation of the facility/work site and the health and safety of staff, youthful offenders, and the public.
K6.	Comprehensive knowledge of youthful offenders from diverse ethnic and cultural backgrounds (e.g., behavior, negative subcultures, activities, structure, etc.) in an effort to minimize disruptions that impede the orderly operation of a facility/work site and provide information to staff, and law enforcement agencies.
K7.	Advanced knowledge of youthful offender grievance procedures, Disciplinary Decision-Making System (DDMS), in order to review, resolve, respond and track/monitor appeals within the specified time constraints.
K8.	Basic knowledge of court decisions affecting the rights of youthful offenders in the Department to ensure compliance.
K9.	Comprehensive knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision of departmental personnel.
K10.	Comprehensive knowledge of the administration of collective bargaining agreements, labor organizations and grievance handling (e.g., Bargaining Unit 6, etc.), in order to effectively supervise and maintain the orderly operation of the facility/work site.
K11.	Comprehensive knowledge of investigative and interviewing/procedures, report writing and preparation of concise and complete work to effectively obtain information from staff, youthful offenders, the public, and outside agencies.
K12.	Comprehensive knowledge of procedures pertaining to the transportation of youthful offenders to effectively supervise the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public.
K13.	Comprehensive knowledge of laws, rules, and regulations governing DJJ in order to effectively supervise the daily operation within a facility/work site.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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KSAPC Statements	
Knowledge of:	
K14.	Comprehensive knowledge of computer usage (e.g. software programs, etc.) to maintain accurate records, communicate and effectively supervise the daily operation within a facility/work site.
K15.	Comprehensive knowledge of the principles of effective verbal and written communication to accurately and effectively communicate job related information and resolve conflicts.
K16.	Basic knowledge of the functions of various Federal, State, local law enforcement agencies and courts, Attorney General/District Attorney, and local medical facilities, etc. in order to develop, facilitate, maintain and promote a good working relationship.

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KSAPC Statements	
<i>Skill to:</i>	
S1.	Bend and stoop in order to perform essential job functions.
S2.	Climb stairs in order to perform essential job functions.
S3.	Push, pull, and twist in order to perform essential job functions.
S4.	Stand for long periods of time in order to perform essential job functions.
S5.	Briskly walk a minimum of 400 yards in order to perform essential job functions.
S6.	Utilize departmental weapons, restraints and authorized chemical agents in a safe and proficient manner to comply with departmental qualifications and ensure staff, youthful offender, and public safety.

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KSAPC Statements	
Ability to:	
A1.	Apply the principles and techniques of security, custody and individual/group supervision of youthful offenders within DJJ facilities/camps to provide public safety and comply with Federal and State laws.
A2.	Elicit cooperation, interest, and respect of employees and youthful offenders in order to communicate, provide information/direction, etc., to meet the department's visions, values, missions, goals and objectives
A3.	Maintain custody and control of youthful offenders in order to provide for the safety of the public, staff, and youthful offenders.
A4.	Apply fair and firm progressive discipline to staff in order to correct employee deficiencies.
A5.	Prepare/review reports (e.g., behavior, Use of Restraint, performance, etc.) in order to comply with Departmental policies and procedures.
A6.	Analyze situations accurately and take effective action to prevent operational disruptions, resolve issues and complete assignments in the allotted timeframes.
A7.	Analyze emergency situations quickly and accurately in order to implement an effective course of action (e.g., modify programs, lockdown, escapes, seek medical/mental health response, disturbance level, etc.) and minimize operational disruptions.
A8.	Plan, organize, and direct the work of others in order to supervise the daily operation within a facility/work site and provide for the safety of the public, staff, and youthful offenders.
A9.	Provide training to staff effectively in order to create a knowledgeable work force, enable staff to produce quality work and enhance and/or provide upward mobility opportunities.
A10.	Contribute to the department's EEO objectives (e.g., fair treatment of people, sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment-free work place environment and create/maintain a fair and equitable work environment.
A11.	Establish and maintain positive working relationships (e.g., departmental employees, contract employees, volunteers, the public, and other State agencies, etc.) to promote collaborative participation, and enhance morale and productivity.
A12.	Communicate in order to provide information/direction, train staff, promote, and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public, and other State agencies, etc.).
A13.	Represent the Department's positions on collective bargaining agreements by interpreting and applying the Memorandum of Understanding (MOU) to effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public.
A14.	Research and respond to employee grievances by interpreting the applicable sections of the MOU to maintain facility/work site operations.

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Ability to:	
A15.	Monitor and enforce a comprehensive health and safety program for a facility/work site to maintain facility/work site operations.
A16.	Perform liaison and community relation duties to meet the department's vision, values, mission, goals and objectives.
A17.	Conduct interviews and investigations to enforce institutional rules and regulations with firmness, tact, and impartiality.
A18.	Use computer databases to create documents, query, input, retrieve and update database information.
A19.	Utilize departmental use of force options (e.g., lethal/less lethal options) in a safe and proficient manner to comply with departmental qualifications.
A20.	Apply methods and techniques of supervision (e.g., provide direction and training to staff, counseling, fair and appropriate performance evaluations, employee relations, work scheduling and administrative practices, conflict resolution, etc.) to create/maintain a productive workforce.
A21.	Review assignments (e.g., packets, forms, dockets, reports, logs etc.) and provide constructive feedback to train and mentor staff.
A22.	Apply fair and firm staff discipline utilizing the progressive discipline matrix to create/maintain a fair and equitable work environment.
A23.	Apply initiative in completing tasks/assignments without being instructed to do so to ensure continuity of operations.
A24.	Use reference manuals and policies (e.g., institutional camps manual, facility operation's manual, crisis prevention and management policy, Suicide Prevention and Risk Assessment policy etc.) to create/maintain a productive workforce.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Leadership qualities by demonstrating high moral standards (e.g., integrity, honesty, emotional maturity, tact, patience, neat personal appearance, etc.) in order to accomplish day-to-day operational efficiency and promote the Department's vision, values, missions, and goals.
PC2.	Empathetic and objective understanding of the problems of youthful offenders in custody to foster effective relationships.
PC3.	Keenness of observation in identifying and monitoring day-to-day operations or potential incidents to effectively perform the job.
PC4.	Willingness to work with and accept the various racial, ethnic, and cultural differences of staff and the youthful offenders in custody to promote a healthy, safe, and impartial working environment.
PC5.	A continuing satisfactory record as a law-abiding citizen to promote public trust.
PC6.	Punctuality and willingness to work various shifts, including weekends/holidays and emergencies as mandated by departmental policy.
PC7.	Maintain a valid driver's license to effectively perform the duties of a Sergeant, Youth Authority in DJJ.

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KSAPC Statements	
<i>Physical Characteristics:</i>	
PHC1.	Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or youthful offenders.
PHC2.	Normal vision/hearing with/without corrective aides to ensure personal safety and respond to emergency situations.